



JOB SPECIFICATION

STRATEGIC BUDGET ADVISOR

Code 12130
Grade PM EX 5

General Purpose

Under general direction, initiate, develop, coordinate, propose and consult with management on budgetary, administrative and strategic initiatives to improve City programs and services, maximize resource utilization, and guide City short and long term financial activities for an assigned group of departments.

Typical Duties:

Evaluate new opportunities, as requested by targeting, investigating, and making recommendations to management regarding policy issues, and resource management, that contribute to the realization of the City's strategic plan. Involves: Conduct studies of interdepartmental operations and administrative management systems through analysis of organizational structures, information flow, records management, work methods, job descriptions, staffing patterns and functional interactions. Provide consultative research and recommendations to support departmental decision making. Identify program and system weaknesses such as service delivery gaps & operational duplications, and investigate innovative approaches to meet program priorities, maintain public services and promote continuous improvement processes. Evaluate, develop and communicate feasibility and impact of proposal scenarios, and influences of competing issues on attainment of strategic goals and effectiveness of operational plans such as may result from revising policy, reorganizing functions, and implementing new programs. Assist in formulating, interpreting, implementing and aligning departmental missions, goals, objectives, and performance measures with strategic initiatives and priorities. Continuously monitor and evaluate quality, timeliness, efficiency, and effectiveness of revised and newly established services and systems, as well as linkages to City's strategic plan. Provide technical assistance concerning fiscal matters such as staffing, purchasing, payroll, and revenue related activities. Ensure adherence to contractual obligations.

Plan, organize, and advise activities and work programs in the areas of performance management, and budgeting. Involves: Consult and assist department heads with developing fiscal activities such as budget interpretation and preparation, long-range fiscal planning, activity based costing and analysis, and general and specific accounting activities. Prepare and maintain long term City financial plan including cost impact projections of new policies, programs, and facilities, as well as ongoing analysis and coordination of budgetary links to the City's strategic plan. Advise and support assigned departmental staff in planning and organizing budget activities to include preparing budget plan, developing and interpreting performance measures, and short term and long term revenue and expenditure projections. Assist in planning, organizing, and directing City wide Capital Improvement Program by preparing capital budget, establishing City and department capital priorities, coordinating interdepartmental capital projects, and ensuring proper expenditure and accountability of funds. Act as manager for projects relating to financial system implementation and management, territorial and activity based costing studies. Inform management of impending federal and state funding changes, and assist in developing new revenue sources and sound fiscal management alternatives. Conduct periodic studies to determine effectiveness of current financial control methods, management practices and efficiencies. Prepare, oversee, and maintain regular and special status and results reports and records. Monitor trends relating to revenues and cost drivers.

Supervise assigned personnel. Involves: Schedule, assign and check work. Appraise employee performance and review evaluations by subordinate supervisors. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, and merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of municipal accounting, budget and financial analysis planning and control methods, practices and procedures.
- Application of considerable knowledge of capital appropriations and expenditures, federal grants administration, fiscal reporting, and capital project management practices and procedures.



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- Application of considerable knowledge of operational and management research methodology and statistical analysis techniques.
- Application of good knowledge of current theories, principles, priorities, and best practices of public and private administration, including budgeting and staffing.
- Application of good knowledge of problems associated with staffing and fiscal systems in a large, diverse business or government agency financed by funds received from different sources and administered under various laws and regulations.
- Application of good knowledge of methods used to solve problems encountered, plan and conduct operational studies to organize, analyze, interpret, and evaluate findings.
- Perform complex budget analysis, preparation and monitoring.
- Prepare and supervise accurate statistical and financial reports containing findings and recommendations.
- Develop and implement strategic plans.
- Conduct and analyze outcomes of management and feasibility studies and make recommendations to improve administrative policies and procedures.
- Establish and maintain cooperative and effective working relationships with fellow employees, City officials, department heads, city staff, vendors, and the public.
- Impartially and firmly exercise delegated supervisory authority and enforce personnel rules.
- Clear, concise oral and written communication to prepare proposals and make presentations.

Other Job Characteristics

- Occasional driving through City traffic.
- Work beyond standard workday or workweek hours.

Minimum Qualifications

Education and Experience: A Bachelor's Degree in Business, Public Administration, Finance, or related field, plus two (2) years of fiscal administration and budget management experience in a large business or governmental organization in a supervisory capacity.

Incumbents in an executive level job class will not be required to meet the educational requirements of his/her respective job class provided that the incumbent was permanently employed in the respective job class on June 2006. All employees hired into an executive level position after June 2006 are required to meet the educational requirement of the respective job class.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent from another state.

Human Resources Director

Department Head